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NASA Procedural Requirements

NPR 3317.1

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COMPLIANCE IS MANDATORY[Printable Format \(PDF\)](#)

Subject: Senior Executive Service Career Appointee Merit Staffing in NASA w/Change 1 (3/29/04)

Responsible Office: Office of Human Capital Management[| TOC](#) | [Change](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [Chapter4](#) | [Chapter5](#) | [AppendixA](#) |
[ALL](#) |

Chapter 5: SES Probationary Period

5.1. NASA selects and retains the highest quality of exceptionally competent and dedicated individuals to be responsible and accountable for the direction and success of Agency programs.

5.2. An employee's initial appointment into the SES as a career appointee shall become final only after the individual has served a 1-year probationary period as a career appointee. Actual performance on the job during this period provides an indispensable test in determining whether the employee receives a final career appointment or is removed from the SES. A career appointee who was appointed from a civil service position held under a career or career conditional appointment (or an appointment of equivalent tenure), and who is removed during the 1-year probationary period for unacceptable executive performance, shall be entitled to be placed in a civil service position other than an SES position.

5.3. NASA ensures that the senior executive has every opportunity to know what is expected, and performance progress reviews may be initiated at any time by the supervising official or the senior executive. At a minimum, one progress review must be conducted no later than mid-term during the probationary period. Progress reviews are used to identify and resolve problems that constitute obstacles to performance beyond the executive's control; revise the performance plan; provide feedback to the executive as to their current level of performance; and explore ways to improve performance, as appropriate.

5.4. If it is determined that an SES employee's performance during the 1-year probationary period has been acceptable, the SES certification form must be completed and returned to the Center personnel office 10 days prior to the end of the employee's probationary period.

5.5. Reserved.

5.6. If it is determined that the employee's performance is unacceptable, and removal from the SES is recommended, a justification supporting that recommendation, and a performance appraisal (including any response from the employee), if any, must be submitted no later than 60 days prior to the end of the employee's probationary period.

5.6.1. The recommendation will be reviewed by the IPO, if applicable, and the Chairperson of the ERB who will recommend a course of action to the Administrator. The Administrator will decide whether or not to grant permission to the EPM to proceed with the removal of the individual from the SES.

5.6.2. Before the end of the employee's probationary period, the EPM will take the final action to remove the senior executive from the SES, including the placing of the individual in another civil service position, if appropriate.

[| TOC](#) | [Change](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [Chapter4](#) | [Chapter5](#) |
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